

MAIN HRS

DCDS Reports

Reconciliation Reports - A **HR-462 - Distribution Reconciliation**

Purpose:	The Distribution Reconciliation Report displays the labor distribution amounts for a department, agency, pay period end date and process day. All fields are required to be entered.
Frequency:	As requested.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Distribution Reconciliation report is accessed through the <u>R</u>eports, Reconciliation, <u>A</u> - Distribution Reconciliation items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Pay Type Group■ Object■ DCDS (Distribution Amount)■ R★STARS Amount (Absolute Value sent to R★STARS. Note: All values sent to R★STARS are positive.)

State of Michigan

MAIN HRS

DCDS Reports

Information:
(Continued)

- Difference (between Distribution Amount and R★STARS Amount)
- Total for Salaries and Wages
- Total for Agency
- Total for Department
- Total for Report

C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

MAIN HRS

DCDS Reports

The screenshot shows a Windows-style application window titled "DCDS". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". A sub-window titled "Report Request" is open, containing a section titled "Distribution Reconciliation". This section has four input fields: "Department:" with a dropdown menu showing "59", "Agency:" with a dropdown menu showing "01", "PP End Date:" with a date field showing "10/5/96", and "Process Day:" with a dropdown menu showing "10". At the bottom right of the sub-window are "OK" and "Close" buttons. The status bar at the bottom of the main window says "Ready".

Report Request Screen

To display the Report Request screen for the Distribution Reconciliation report, select the Reports menu item from the Menu bar and click on the Reconciliation menu item. From the cascading menu, click on A - Distribution Reconciliation menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria to request the Distribution Reconciliation Report.

Enter the Department, Agency, Ending Pay Period End Date and Process Day. To select all departments or agencies, click on **AL** from the department or agency dropdown. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the Report on-line. The printed report is displayed on the next page.

MAIN HRS

DCDS Reports

HR-462 - Distribution Reconciliation

HR - 462		MAIN HUMAN RESOURCE SYSTEM DISTRIBUTION RECONCILIATION		RUN DATE: 02/02/2000 PAGE 1 OF 1	
DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET AGENCY: 01 CENTRAL OFFICE			PP END DATE: 01/22/2000 PROCESS DAY: 03		
<u>PAY TYPE GROUP</u>	<u>OBJECT</u>	<u>DCDS</u>	<u>R★STARS</u>	<u>DIFFERENCE</u>	
SALARIES AND WAGES	3165	\$12.80	\$12.80	\$0.00	
	3190	\$32.00	\$32.00	\$0.00	
	3235	\$196.00	\$196.00	\$0.00	
	3260	\$820.12	\$820.12	\$0.00	
	3265	\$1,234.58	\$1,234.58	\$0.00	
	3289	\$141.69	\$141.69	\$0.00	
	3290	\$36,472.52	\$36,472.52	\$0.00	
TOTAL FOR SALARIES AND WAGES		\$38,909.71	\$38,909.71	\$0.00	
TOTAL FOR AGENCY 01		\$155,904.33	\$155,904.33	(\$0.02)	
TOTAL FOR DEPARTMENT 07		\$155,904.33	\$155,904.33	(\$0.02)	
TOTAL FOR REPORT		\$155,904.33	\$155,904.33	(\$0.02)	

State of Michigan

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Page: 4
Section 16.28: **Reconciliation**
Distribution Reconciliation Report